



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.2.6 Application Denial Tip Sheet

When is it effective? February 1, 2009

What does it mean to me?

INITIAL

As the assigned Licensors, you must:

- Determine if an applicant is able to meeting the MLRs.
- After staffing with supervisor, begin preparing a denial file (see 10.2.6.2).
- Prepare legal letter using template # 10.10.9 DENIAL OF INITIAL APPLICATION.
- Deliver the denial letter by certified mail with return receipt or hand delivered with proof of receipt.
- Document all related information in FamLink within three (3) days of the completed denial letter.

RENEWAL

As the assigned Licensors, you must:

- Determine if a provider is unwilling or unable to comply with, or maintain compliance with MLRs.
- After staffing with supervisor, begin preparing a denial file with the following sections:
 - FamLink Provider Notes
 - Supporting documentation
 - Legal section
 - Revocation/Application Denial
 - DLR, CPS findings, if appropriate
- Complete 10.9.1.10 Revocation/Denial Recommendation, submit to supervisor for review.
- Prepare legal letter using template #10.10.10 DENIAL OF A RENEWAL APPLICATION.
- Deliver the denial letter by certified mail with return receipt or hand delivered with proof of receipt.
- Document all related information in FamLink within five (5) days of the completed denial letter.

What is important to remember?

- Seek appropriate approvals during every step of the process.
- The supervisor will sign the final denial letter and forward the denial file to the Quality Division.
- A denial is effective on the expiration of the current license.
- If the Department fails to act at the time of the expiration date of the license, the license shall continue in effect until such time as the department takes other appropriate action (RCW 43.215.270).

Resources associated with the policy:

- 10.2.6 Application Denial Policy/ Procedure
- 10.9.1.10 Revocation/Denial Recommendation
- 10.10.9 Denial of Initial Application Legal Letter
- 10.10.10 Denial of a Renewal Application Legal Letter

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed
- Once the full spectrum of licensing action policies are developed and approved, on-site training will occur.

**“Together, with
parents and
partners, we offer
children world-
class learning
opportunities so
they reach their
full potential.”**

**If you have
questions, please
contact:**

draftpolicy.feedback@del.wa.gov

Remember to include
the name of the policy
in the subject line!